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**BRETT** - **JOB OUTLINE**

MONTHLY

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| **JOB TITLE**: | Transport Planner, South & LHC |
| **DEPARTMENT**: | BAL Transport |
| **COMPANY:** | Brett Aggregates Ltd |
| **LOCATION**: | Faversham HO, ME134 7UD |
| **REPORTS TO**: (Job Title of immediate supervisor) | Transport Manager, South & LHC |
| 1. **ORGANISATION:** (Show where this job fits in the organisation) | |
| 1. **RESOURCES:**   Budget(s) Controlled/Influenced: £7.5 million  Number of Direct/Indirect Subordinates: 40 (Drivers)  Plant/Equipment Responsible For: 32 x HGV Vehicles (own fleet) plus external hauliers  Key Internal/External Contacts: Sales Dept, Transport Dept, Customer Services Dept, External Hauliers, Suppliers, Accounts Dept, Group SHE Dept, Group Purchasing Dept, Group HR Dept, Trade Associations, Government Agencies | |
| 1. **PURPOSE OF THE JOB**: (What is the main reason for this job to exist? How does it add value to the Company?)  * To improve the efficiency of the South and LHC fleet and drivers through efficient planning. * To manage the day to day deliveries of the internal and external fleets ensuring that agreed levels of customer service are met. * To seek out opportunities for new business for the company. | |
| 1. **MAIN RESPONSIBILITIES/TASKS**: (What will the Job Holder actually do? Include specific performance standards wherever possible and highlight 2-3 most key performance indicators )   Responsibilities/Tasks: Performance Standards:  To continually monitor, evaluate and Meet required performance standards in  improve fleet efficiency Transport KPI’s and management accounts with  specific focus on planning efficiency and revenue per vehicle  Financial performance To maximise profitability of distribution activities by seeking out opportunities for increasing fleet efficiency through backloading / third party work.  Maintain and continually improve customer Monitor through vehicle and driver availability.  service culture  Safety, Health & the Environment Contribute towards preventing accidents and incidents wherever possible. Operate to minimise environmental impact.  Strive for excellence in promoting the Brett In line with Company procedures  brand   * This Job Outline covers the main/most frequent responsibilities and duties included in the job. Other reasonable duties will be expected from time to time. | |
| 1. **MAJOR JOB CHALLENGES/ANY OTHER RELEVANT INFORMATION:**  * To continually improve planning efficiency of the South and LHC fleets. * To maintain customer service levels against agreed KPI (97% OTIF) | |
| **6. BRETT QUALITIES:** Customer Care Personal  Understand customer needs  Professional - To conduct business in a way which our customers will want to do business with us again Integrity We will do what we say  Value people not position  Communicates honestly, openly and on time  Respect safety, the environment and our neighbours Quality Attention to detail  People Deliver Quality  Superior service | |
| 1. **KNOWLEDGE AND SKILLS:**   Essential: Desirable  High It Literacy CPC holder in Road Transport Operations to National or International standard  Proven leadership skills and ability to manage Knowledge of Aggregates  and motivate a team of drivers  LGV fleet and distribution knowledge and LGV Licence  Experience  Self motivated and disciplined. Able to identify Sound knowledge of the regional area,  opportunities to increase volume and generate market and key external hauliers  additional business  Good communicator and able to communicate  verbally and in writing at all levels  Good analytical and decision making skills | |

**BRETT – PERSON SPECIFICATION**

SPECIFICATION OF PERSON REQUIRED TO FILL THIS ROLE EFFECTIVELY

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| **GENERAL EDUCATION:** |  |  |
| Essential: | Desirable: |  |
| Good standards of English, Maths and IT |  |  |
| **SPECIFIC TRAINING/PROFESSIONAL QUALIFICATIONS:** |  |  |
| Essential: | Desirable: |  |
| Sound geographical knowledge of South East England | CPC Holder in road transport operations  Membership of the Institute of Road Transport Engineers of Membership of the Chartered Institute of Logistics and Transport or similar professional qualification.  LGV Licence holder |  |
| **PREVIOUS INDUSTRY/JOB EXPERIENCE:** |  |  |
| Essential: | Desirable: |  |
| Good track record in fleet management  Sound commercial acumen |  |  |
| **OTHER SPECIFIC REQUIREMENTS:** |  |  |
| Essential: | Desirable: |  |
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Complied By: \_\_\_\_\_Shaun Baker\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_01/11/2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_